

B. INSTRUCTIONS FOR COMPLETING THE DC ONEAPP

This section provides a road map for completing the Internet-based DC OneApp application. Paper applications are not available. The steps are user-friendly and easy to follow. Individuals who do not have access to a computer are invited to make an appointment to visit the SEO to complete the online application. Additionally, through partnerships with the DC Public Libraries, the DC Department of Parks and Recreation, and many non-profit and community-based organizations, HEFS is able to provide computer access to applicants so that they are able to complete their online DC OneApp. [See Page 58 for a listing of organizations offering computer access or visit the SEO website at www.seo.dc.gov.]

Note: Firsttime online applicants must register before proceeding. All registration information should be that of the student's and not the parent's.

To access the DC OneApp, go to: www.seo.dc.gov.

The screenshot shows the 'DC OneApp Online Application' page. On the left is a dark blue sidebar with white text links: 'SEO HOME', 'SERVICES' (with sub-links for Financial Aid, Online Application, DCAdeption, DCLEAP, DCTAG, Federal Aid and Tax Credits, Financial Aid Checklist, Financial Aid Seminars, and Other Aid Resources), 'INFORMATION', and 'ONLINE SERVICE REQUESTS'. The main content area has a title 'DC OneApp Online Application' and subtitle 'Online Application for DCTAG, DCLEAP & DCAdeption Programs'. It contains a paragraph explaining the process, a 'Register' button, a section for returning applicants with 'Username' and 'Password' input fields and a 'Submit' button, and a link at the bottom: 'Forgot Your Password or Username / Change Your Password'.

■ Click **"Register."**

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Registration

Complete the information below and select Submit to create your DC OneApp username and password. Your information is protected by our secure site and will only be used for application purposes. Only one registration is allowed per applicant. You should frequently monitor the email address you provide for important correspondences from the State Education Office.

Student/Applicant Information

First Name:*

Last Name:*

Social Security Number:*

Date of Birth:*

mm dd yyyy

Log-In Information

Email Address:*

Username:*

(Enter 6 to 16 characters, no symbols, case-sensitive)

Password:*

(Enter 6 to 20 characters, case-sensitive)

Confirm Password:*

* All fields are required.

Submit

- Complete ALL required fields accurately.
- Input a **VALID, CURRENT** email address and choose a username and password that you can **easily remember**.
- Store the e-mail [used to register], username, and password in a safe place because you will need them to check the status of your application and re-apply in the future.
- Click **"Submit."**

Note: After initial registration, applicants are responsible for updating all information should any changes occur.

Log On

RENEWAL AND/OR FIRST TIME LOG ON

- Enter Username and Password.
- Click **"Submit."**

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Online Application for DCTAG, DCLEAP & DCAoption Programs

The SEO makes it easy for you to apply online for Higher Education Financial Grants. Following a five-part process, you can choose multiple types of aid programs, view a checklist of documents needed to complete the application, print and submit forms according to your specific program requirements, and review your application status.

To begin the application process, you will need to select the Register button below to create a username and password.

Register

If you are a returning applicant, enter your username and password below and select Submit.

Username:

Password:

Submit

Forgot Your Password or Username / Change Your Password

<< Back to Financial Options Page

Select Program(s)

- When you enter the DC OneApp, the first page will look like the one below.
- Select the application year for which you are applying from the drop-down list.

Note: Selecting an incorrect application year will delay the processing of your DC OneApp and may jeopardize your chance of receiving an award.

- Select the program(s) to which you are applying by checking inside the boxes.
- Only apply for program(s) for which you are eligible. [See Pages 1-5 for eligibility requirements.]

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Welcome to Washington District of Columbia

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Online Application – Introduction & Overview







Log Out | Contact Us

Welcome, Miah Jaimes. Check **all of the boxes** of the financial aid program(s) you would like to apply for online. You may choose **one, two, or all three of the options** you are eligible for. To determine eligibility, select the program name below and review the website for a list of requirements.

Choose an Application Year:

☒ DCTAG ☐ DCLEAP ☐ DCAoption

Follow the steps below to complete the application process. It will take approximately 45 minutes or less to complete the application. Once you have submitted a complete online application, you may review your application status at any time after logging in. After finishing the online process, you must still deliver the required documents **by mail or in person** to the State Education Office by June 24, 2006. Review **important technical tips and helpful instructions** for using DC OneApp Online Application.

 Part 1: Complete Application Questionnaire	 Part 4: Complete Survey
 Part 2: Print & Review Online Application	 Part 5: Submit Final Application
 Part 3: Print, Sign, & Mail Forms	 Review Status and Print Documents

Select Program(s)

Once you select your grant program(s), a list of required supporting documents will appear as shown below. [See Page 31, "Know the Required Supporting Documents."]

■ Select **Part 1: Complete Application Questionnaire**

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Online Application – Introduction & Overview

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Welcome, Mish Jaimes. Check all of the boxes of the financial aid program(s) you would like to apply for online. You may choose one, two, or all three of the options you are eligible for. To determine eligibility, select the program name below and review the website for a list of requirements.

Choose an Application Year: 2006/2007

☒ DCTAG

☒ DCLEAP

☒ DCAdoption

Any 1 Domicile Verification Document

Copies of two current Utility Bills

Copy of Death Certificate

Copy of final Adoption Decree

Copy of Immigration Document

High School SAP Form/GED Certificate

Student Aid Report (SAR)

Follow the steps below to complete the application process. It will take approximately 45 minutes or less to complete the application. Once you have submitted a complete online application, you may review your application status at any time after logging in. After finishing the online process, you must still deliver the required documents by mail or in person to the State Education Office by June 24, 2006. Review important technical tips and helpful instructions for using DC OneApp Online Application.

Part 1: Complete Application Questionnaire

Part 2: Print & Review Online Application

Part 3: Print, Sign, & Mail Form

Part 4: Complete Survey

Part 5: Submit Final Application

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Personal Information

Questions 1-15: Collects personal information about the applicant.

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DC OneApp Online Application

Part 1: Application - Personal Information

Questions 1 - 15 out of 72

(Fields marked with an asterisk (*) are required.)

Log Out Jaimes Miah Save & Finish Later

Depending on your answers on the application, the system will automatically cancel out some questions.

1. Prefix*

2. Last Name*

3. First Name*

4. M.I.

5. Suffix

6. Street Address*

7. Apt #

8. City*

9. State*

10. Zip Code*

11. Ward*

12. Length of time at the above residence*?

13. Do you own or rent your residence in DC?

14. Home Phone

15. Cell Phone

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Save & Continue

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- All required fields, as noted by an asterisk*, must be accurate and complete.
- Click **"Save and Continue"** to move to next questions.

Personal Information

Questions 16-24: Collects personal information about the applicant.

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DC OneApp Online Application
Part 1: Application - Personal Information
Questions 16 - 24 out of 72
(Fields marked with an asterisk (*) are required.)

Log Out Jaimoo Miah Save & Finish Later

16. Email Address* cocode_lite@yahoo.com

17. Social Security Number* xxx-xx-6544

18. Date of Birth* 4/8/1978
mm dd yyyy

19. Gender* ☐ Male ☐ Female

20. Have you registered for Selective Service?* ☐ Yes ☐ No

21. Citizenship* --select one--

22. Alien Registration Number A

23. Alien Registration Expiration Date mm dd yyyy

24. Are you registered to vote in DC? ☐ Yes ☐ No

Go Back Save & Continue

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- Input the accurate and complete information for each question. Ensure that the e-mail address in Question 16 is active and belongs to the applicant. All electronic reminders and correspondence will be sent to the e-mail address provided by the applicant.
- Based on information submitted in Questions 21-23. Copies of citizenship status documents may be required. [See Page 31, "Know the Required Supporting Documents."]
- Click **"Save and Continue"** to move to next questions.

Personal Information

Questions 25-29: Collects information regarding school enrollment for high schools and colleges.

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DC OneApp Online Application

Part 1: Application - Personal Information

Questions 25 - 29 out of 72

(Fields marked with an asterisk (*) are required.)

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25. High School Type*

--select one--

26. Did you or will you graduate from a high school in DC? ☒ Yes ☐ No

27. High School Average

Select Your High School from below:

Anacostia Senior High School

28. Date you received or will receive your high school diploma or GED?

mm yyyy

29. Do you plan to enroll in a college/university for the 2006/2007 school year?

☒ Yes ☐ No

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- From the drop down menu, select the type of high school you are currently attending or have attended.
- If you answered "Yes" to Question 26, select the high school you attended from the drop down menu.
- If you answered "No" to Question 26, the DC OneApp will provide an area for you to input information about the high school you attended outside of the District of Columbia.
- Click **"Save and Continue"** to move onto the next questions.

Personal Information

Questions 30-33: Collects information on the parents' educational backgrounds, how applicant was informed about the DC OneApp, and who assisted the applicant with completing the DC OneApp.

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Part 1: Application – Personal Information
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30. Mother's highest grade level completed?

31. Father's highest grade level completed?

--select one--

32. How did you hear about SEO DC OneApp Online Application?

--select one--

33. Who assisted you in completing this application?

--select one--

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Save & Continue

Log Out Jaime Miah Save & Finish Later

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- Input accurate and complete information.
- Click **"Save and Continue"** to move to the next questions.

College Information

Questions 34-38: Collects information on the applicant's college of choice and the intended start date.

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Part 1: Application - College Information

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(Fields marked with an asterisk (*) are required.)

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34. When did you start or expect to start your freshman year?*

mm / yyyy

35. What will be your grade level when you begin the 2006/2007 school year:*

--select one--

36. College or university you will attend during the 2006/2007 school year:*

SelectSearch

Country

-- Select One --

State

-- Select One --

City

-- Select One --

College

-- Select One --

Programs Supported

37. Select enrollment status best applicable to you during the 2006/2007 school year:*

--select one--

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Save & Continue

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- Enter the expected start date of your first year of college.
- Select your current grade level or classification for the applied program year from the drop down menu.
- Under the search tab, select the country/state/city of the college you are attending or plan to attend.
- Select your enrollment status for the applied program year.
- Click **"Save and Continue"** to move to the next questions.

Note: The application cannot be processed until a school is selected. Please inform us immediately if your final choice of college/university changes.

Dependency Status

Questions 39-47: Collects information on the applicant's dependency status.

Failure to complete this section will delay processing and may jeopardize the applicant's chances of being awarded.

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Part 1: Application - Dependency Status
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(Fields marked with an asterisk (*) are required.)

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39. Do you have children who receive more than half of their support from you?
☐ Yes ☐ No

40. Do you have dependents (other than children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2006?
☐ Yes ☐ No

41. Have you, or will you be claimed as a dependent on someone else's D40 tax return or included as a dependent on someone else's TANF payment or other forms of non-taxable income?
☐ Yes ☐ No

42. If the answer to Question 41 was "Yes," type the full name of the person who claimed you on their tax return:

43. What is this person's relationship to you?

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(Fields marked with an asterisk (*) are required.)

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44. Are you (or were you until age 21) a ward/dependent of the court?
☐ Yes ☒ No

45. Were you born before Saturday, January 01, 1983?
☐ Yes ☒ No

46. As of today, are you married?
☐ Yes ☒ No

47. Are you a veteran of the US Armed Forces?
☐ Yes ☒ No

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- Enter accurate and complete information.
- Click **"Save and Continue"** to move to the next questions.

Note: The information entered in Question 42 should be the same as that entered in Questions 48-50.

Parent/Guardian Information

Questions 48-70: Collects information regarding the applicant's parent/guardian.

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Part 1: Application - Parent/Guardian Information
Questions 48 - 59 out of 72
(Fields marked with an asterisk (*) are required.)

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48. Parent/Guardian's Last Name* **49. First Name*** **50. M.I.**
Jaimes Temple

51. Relationship to the Applicant* **52. Parent/Guardian's Permanent Street Address***
Mother 1523 F Street, NE

53. Apt # **54. City*** **55. State*** **56. Zip Code*** **57. Ward***
e15 Washington District of Columbia 20002 6

58. Parent/Guardian's length of time at the above residence? **59. Does your parent/guardian own/rent their residence in DC?**
From: 04/2001 To: 06/2006 ☐ Own ☒ Rent
mm yyyy mm yyyy

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Part 1: Application - Parent/Guardian Information
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(Fields marked with an asterisk (*) are required.)

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60. Parent/Guardian's Home Phone **61. Email Address** **62. Work Phone** **63. Cell Phone**
[] [] [] e.g. user@lap.com [] [] [] [] [] []

64. Parent/Guardian's Social Security Number* **65. Date of Birth*** **66. Marital Status**
[] [] [] mm dd yyyy --select one--

67. Parent/Guardian's Citizenship* **68. Parent/Guardian's Alien Registration Number**
--select one-- A

69. Alien Registration Expiration Date **70. Is your parent/guardian registered to vote in DC?**
mm dd yyyy ☐ Yes ☐ No

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- Enter accurate and complete information.
- Click **"Save and Continue"** to move to the next questions.

Adoption Scholarship Information

Questions 71-72: These questions are **only** for applicants who were adopted after October 1, 2001 or lost one (1) or both parents as a result of the events of September 11, 2001. These questions will only appear if the applicant applies for the DC Adoption Scholarship (DCAS).

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71. Were you adopted from DC Foster Care after October 1, 2001? *

☒ Yes ☐ No

72. Are you a resident of DC who lost one or both parents in the September 11 terrorist attack? *

☐ Yes ☐ No

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- Enter accurate and complete information.
- Click **"Save and Continue"** to move to the next questions.

PLEASE CONTINUE TO PART 2:
PRINT AND REVIEW ONLINE APPLICATION

Print And Review Online Application

- Select **Part 2: Review & Edit Online Application**.
- Click **"Review and Print Application"** to review all your answers and print a final copy for your records.


on Office

DC OneApp Online Application
Part 2: Print and Review Online Application

[Log Out](#) [Jaimes Miah](#) [Save & Finish Later](#)

Although you have completed Part 1: The Application Questionnaire, your application must be mailed with the other documents in order to be complete. Follow the instructions below and check the box once you complete the described task. **Once you submit a completed online application, you will not be able to change or correct your entries.** Please check your information thoroughly here and select **Go Back** to adjust any of your answers. To change information after you submit an application online, you will need to call an SEO Counselor at (202) 727-2824.

Note: Your online application and supporting documents must arrive, by mail or in person, at the State Education Office (SEO) by June 30, 2006. You may submit your application online on or before this deadline. Please make sure to mail or deliver the other supporting documents with ample time for transport, or use a registered mail service.



Review and Print Application
Review all your answers and print out the final copy for your records, as some of the information may have changed.

If you cannot print the document now, select **Save and Finish Later**. You will need to log back in when you are ready to print, and select **Review Status and Print Documents** from the bottom of the Overview page.

☐ I agree that I have reviewed the final version of my online application. I have read all information and understand that my application is **NOT** complete until the DC State Education Office receives a signed and dated Affirmation Statement and all necessary supporting documents

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[Save & Continue](#)

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- Review all questions to ensure that the information entered is accurate. Pay special attention to **Questions 1-24, 36, and 39-43**.
- Check the box to agree that the final version of the online application was reviewed and that your application is **NOT** complete until the DC State Education Office receives all necessary supporting documents.
- Click **"Save and Continue"** to move to the next questions.



2006-2007 APPLICATION QUESTIONNAIRE

[Print](#)

No.	Question	Answer
1.	Prefix	Ms
2.	Last Name	Jaimes
3.	First Name	Miah
4.	MI	N/A
5.	Suffix	N/A
6.	Street Address	1523 F Street, NE
7.	Apt#	e15
8.	City	Washington
9.	State	District of Columbia
10.	Zip Code	20002
11.	Ward	6
12.	Length of time at the above residence?	04/01/2001 - 09/01/2006
13.	Do you own/rent your residence in DC?	N/A
14.	Home Phone	(202)368-5252
15.	Cell Phone	(202)336-6667

PLEASE CONTINUE TO PART 3:
SIGN & MAIL FORMS & DOCUMENTS

Application Forms

Click on the **Student Identification, Affirmation Statement, Office of Tax and Revenue Authorization Form**, and **Satisfactory Academic Progress Toward Graduation Form** link(s) to access and print the forms.

The screenshot shows the 'DC OneApp Online Application' interface. The left sidebar contains a navigation menu with links like 'Financial Aid', 'DCLEAP', 'DCVAP', 'Federal aid and Tax Credits', 'Financial Aid Checklist', 'Financial Aid Seminars', and 'Other Aid Resources'. The main content area is titled 'Part 3: Sign & Mail Forms & Documents'. It includes a 'Log Out Jaimes Miah Save & Finish Later' link. A paragraph states: 'Although you have completed Part 2: Review & Print Your Application, your application must be mailed with these other listed documents in order to be complete. Follow the instructions below and check the boxes once you complete the described tasks.' A note specifies the deadline: 'Note: Your online application and supporting documents must arrive, by mail or in person, at the State Education Office (SEO) by June 30, 2006. You may submit your application online on or before this deadline. Please make sure to mail or deliver the other supporting documents with ample time for transport, or use a registered mail service.' Below this, a printer icon is followed by the instruction: 'Print Student Identification Form, Affirmation Statement, Office of Tax and Revenue Parental Consent Form* and Satisfactory Academic Progress Toward Graduation Form*'. It then says: 'Print and sign the Student ID Form, Affirmation Statement, Office of Tax and Revenue Parental Consent Form and the Satisfactory Academic Progress Form and attach them to your other supporting documents to make a complete application packet. If you cannot print the documents now, select Save and Finish Later. You will need to log back in when you are ready to print, and select Part 3 from the bottom of the Overview page. Remember you will need to log back in to print these documents and send with your application.' There are four checkboxes with corresponding statements: 'I have reviewed my Student Identification Form and will print and mail it to the DC State Education Office.', 'I have reviewed my Affirmation Statement and will print, sign, and mail it to the DC State Education Office.', 'I have reviewed my Office of Tax and Revenue Parental Consent Form and will print and mail it to the DC State Education Office.', and 'I have reviewed my Satisfactory Academic Progress Toward Graduation Form and will print and mail it to the DC State Education Office.' At the bottom, a note says: '* This document is presented in Portable Document Format (PDF). A PDF reader is required for viewing. Download a PDF Reader or Learn More About PDFs.' There are 'Go Back' and 'Save & Continue' buttons, and a 'Contact Us | Help' link.

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Part 3: Sign & Mail Forms & Documents

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Although you have completed Part 2: Review & Print Your Application, your application must be mailed with these other listed documents in order to be complete. Follow the instructions below and check the boxes once you complete the described tasks.

Note: Your online application and supporting documents must arrive, by mail or in person, at the State Education Office (SEO) by June 30, 2006. You may submit your application online on or before this deadline. Please make sure to mail or deliver the other supporting documents with ample time for transport, or use a registered mail service.

Print Student Identification Form, Affirmation Statement, Office of Tax and Revenue Parental Consent Form* and Satisfactory Academic Progress Toward Graduation Form*
Print and sign the Student ID Form, Affirmation Statement, Office of Tax and Revenue Parental Consent Form and the Satisfactory Academic Progress Form and attach them to your other supporting documents to make a complete application packet.
If you cannot print the documents now, select Save and Finish Later. You will need to log back in when you are ready to print, and select Part 3 from the bottom of the Overview page. Remember you will need to log back in to print these documents and send with your application.

☐ I have reviewed my Student Identification Form and will print and mail it to the DC State Education Office.

☐ I have reviewed my Affirmation Statement and will print, sign, and mail it to the DC State Education Office.

☐ I have reviewed my Office of Tax and Revenue Parental Consent Form and will print and mail it to the DC State Education Office.

☐ I have reviewed my Satisfactory Academic Progress Toward Graduation Form and will print and mail it to the DC State Education Office.

* This document is presented in Portable Document Format (PDF). A PDF reader is required for viewing.
Download a PDF Reader or Learn More About PDFs.

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- Select **Part 3: Sign & Mail Forms & Documents**.
- Check the boxes to confirm that the forms have been completed and will be printed and mailed or hand-delivered to the SEO.
- Once the forms are printed and signed, you may mail or hand-deliver them. Fax copies will not be accepted.
- Click **"Save and Continue"** to move to the next questions.

Note: Each of these forms must include original signatures. Parents and/or guardians may not sign on behalf of the applicant.

Student ID Form

DC OneApp Online Application



2006-2007 Student Identification Form

Print

Student Information		
SSN: xxx-xx-6544	Program(s) applied for: DCADOPTION , DCLEAP , DCTAG	
First Name: Miah	Last Name: James	MI:

Please include this form when mailing any documentation to the DC State Education Office. It will help identify your supporting documentation. When preparing to send your supporting documents, please provide legible copies of the original documents with the applicant's name and social security number on top of each copy. Original documents submitted to DC State Education Office will not be returned.

Checklist of Supporting Documents:

Any 1 Domicile Verification Document
Copy of final Adoption Decree
Student Aid Report (SAR)

Copies of two current Utility Bills
Copy of Immigration Document

Copy of Death Certificate
High School SAP Form/GED Certificate

Mail or deliver all documents so that they arrive by June 30, 2006, to:

State Education Office
Higher Education Financial Services
441 4th Street, 360 North, NW
Washington DC 20001

For Internal Use ONLY	
Staff:	Date:
Processor:	Date:



- The Student Identification Form must be included with all materials submitted to the SEO.

Affirmation Statement/Legal Disclaimer

DC OneApp Online Application



2006-2007 AFFIRMATION STATEMENT

Print

Student Information		
SSN: xxx-xx-9320	Program(s) applied for: DCTAG , DCLEAP , DCADOPTION	
First Name: Kim	Last Name: Celay	MI:

All applicants and parents, guardians or spouse of dependent applicants **must** sign and date this affirmation statement even if a certified D40 is not required.

I do hereby affirm the following:

1. I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia;
2. I have not received my first undergraduate baccalaureate degree;
3. I am not in default on any loan made or guaranteed under Title IV of the Higher Education Act of 1965, and do not owe a refund on funds previously received under such Title or I have made satisfactory arrangements for repayment;
4. If I am a male 18-25 years of age, I have registered with the Selective Service;
5. All information provided on this form and the attachments are accurate, complete and true to the best of my knowledge; and,
6. I understand that knowingly providing false information may disqualify me from consideration for the District of Columbia Tuition Assistance Grants (DC TAG) and will make me subject to criminal and other penalties in accordance with federal and District of Columbia laws.

Applicant Signature

Date

The parent, guardian, or spouse of dependent applicants **must** sign this affirmation statement even if they have not or will not be required to submit a DC tax return (D40).

I do hereby affirm that domicile of the applicant may be established through me because:

1. I am the applicant's parent, guardian, spouse, or other person that provides more than 50 percent of the applicant's financial support;
 2. I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia; and,
 3. I am a parent, guardian or spouse of the dependent applicant and I have attached a certified copy of my DC tax return (D40) with a Schedule S that reflects the applicant as my dependent for all qualifying years.
- or
4. I am a parent, guardian or spouse of a dependent applicant and I am not required to file a DC tax return (D40). I have attached official agency letters reflecting receipt of public assistance, TANF, social security, and/or disability benefits.

Parent's, Guardian's or Spouse's Signature

Date

By signing this application you agree, if asked, to provide information that will verify the accuracy of this completed application. This information may include your federal or state income tax returns. Also, you certify that you understand that the director of the District of Columbia Tuition Assistance Grants Program has the authority to verify information reported on this application with the DC Office of Tax and Revenue and other federal or local agencies. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

LEGAL DISCLAIMER

Information on the Privacy Act and Use of Your Social Security Number:

We use the information that you provide on this form to determine if you are eligible to receive student financial aid and the amount that you are eligible to receive. Sections 483 and 484 of the Higher Education Act of 1965, as amended, and Sections 3(f)(2) and 5(e)(2) of the District of Columbia College Access Act, as approved November 12, 1999, Pub. L. 106-99, as amended authorizes us to ask you and your parents these questions, and to collect and use your Social Security Number to verify your identity and retrieve any records to help us determine eligibility for this grant. We may request your Social Security Number again for these purposes.

Consent to Share Information for Limited Purpose:

Your signature below indicates your consent to our disclosure of "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of participation in our financial assistance programs.

Furthermore, your signature below indicates your consent to our disclosure of information you provide to third parties we have authorized to assist us in administering the programs for which you have applied through submission of this application. In addition, your signature below indicates your consent to our disclosure to your parent(s) or legal guardian(s) (if you are a minor), your spouse, colleges and universities to which you have applied for admission or in which you are enrolled, and local scholarship organizations.

Pursuant to the Family Educational Rights and Privacy Act, (20 U.S.C. § 1232g; 34 CFR Part 99.41), your student records may be shared without consent, with the following parties or under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

Legal Notice:

By submitting this application, you are giving the District of Columbia permission to verify any statement or information provided on and with this form. Whoever makes or presents to any officer or employee of the District of Columbia government, or to any department or agency thereof, any claim upon or against the District of Columbia or any department or agency thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than one year and assessed a fine of not more than \$100,000 for each violation.

Applicant's Signature

Date

Print

Close Window

The **Affirmation and Legal Disclaimer Statements** are required to complete your application.

OFFICE OF TAX AND REVENUE AUTHORIZATION FORM

The parent or guardian **MUST** sign the bottom of this page even if they have not or will not be required to file a DC D-40 tax return.

I do hereby affirm that the contents of this student application may be submitted through me because (1) I am the applicant's parent, legal guardian, spouse, or other person that provides more than 50% of the student's financial support and (2) I am domiciled in the District of Columbia and in my residence or location to be domiciled in the District of Columbia. I also do hereby affirm that the information provided is accurate, complete, and true to the best of my knowledge, and that I understand that knowingly providing false information will make me subject to criminal and other penalties in accordance with Federal and District of Columbia laws.

DCTAG INFORMATION

The applicant on this application is listed as a dependent on my District of Columbia 2005 D-40 tax return. As checked below, I choose the following option concerning sharing of all pertinent tax data with the State Treasurer's Office:

OPTION 1:

☒ I authorize the DC Office of Tax and Revenue to forward my tax information for the years needed in determining my DCTAG, DCTAGP and/or DCTAG award eligibility to the Higher Education Personal Services, State Education Office for the applicant indicated below.

*FO D-01 Provide the taxpayer name(s), social security number(s), and address information on your DC D-40 tax returns.

Primary Taxpayer Name:

Social Security Number

Last Name First Middle Initial

Secondary Taxpayer Name

Social Security Number

Last Name First Middle Initial

Taxpayer Address:

Number and Street City State Zip Code

*FO D-01 Provide the applicant's name and social security number submitted on your DC D-40 tax return.

Applicant Name

Social Security Number

Last Name First Middle Initial

OPTION 2:

☐ I will request official certified copies of my DC D-40 tax return(s) from the Office of Tax and Revenue for all necessary years needed to determine my DCTAG, DCTAGP and/or DCTAG award eligibility. I understand that certified copies of the tax returns must have completed processing at the DC Office of Tax and Revenue and reflect their certified status stamp.

OPTION 3:

☐ If you are not this District of Columbia state, domicile verification will be provided through another option as listed on page 4 of this application.

I understand I can contact the DC Office of Tax and Revenue by going to 1401 North Capitol Street, NE or call (202) 727-4628, OR visit its web address <http://www.dor.dc.gov/services/assistance.htm>

*FO D-01 Provide your original signatures below. (Choose Option 1 or 2 above if you are required to file DC tax returns.)

Parent or Guardian's Signature: _____ Date: _____

SATISFACTORY ACADEMIC PROGRESS TOWARD GRADUATION FORM

Student's Information

First Name Last Name Current High School

Student's Social Security Number

Student's Date of Birth

Residence Address

Street No. Street Name City State Zip Code

College or University Attending

Counselor Name

First Name Last Name Current High School

Email Address

Telephone Number

Student's Graduation Date

Student's GPA

The counselor must sign this form indicating that the above information is reflecting the student's transcript. Please attach a copy of the above student's transcript.

Student's Signature: _____ Date: _____

Counselor's Signature: _____ Date: _____

The **Office of Tax and Revenue Authorization Form** will allow the State Education Office to verify certification of the District of Columbia D-40 tax return. Please note, the DC Office of Tax and Revenue will not begin to review the OTR Authorization forms until after April 15, 2007. The OTR Authorization form is provided as a convenience to the applicant, but may not result in a speedy award determination.

The **Satisfactory Academic Progress Toward Graduation Form** is to be completed by first-time applicants who will be graduating from high school but do not yet have their diploma. This form must be filled out and signed by the high school counselor.

**PLEASE CONTINUE TO PART 4:
DCTAG SURVEY**

DCTAG Survey

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DC OneApp Online Application

Part 4: Complete DCTAG Survey

[Log Out](#) [Jaimes Miah](#) [Save & Finish Later](#)

Although you have completed Parts 1-3, you need to complete the DCTAG survey online. Follow the instructions below and check the box once you complete the described task.

Note: You must deliver the application and supporting documents in person or by mail to the DCTAG office by June 30, 2006.

 **Complete the DCTAG Online Survey**

☐ I have completed the DCTAG online survey.

[Go Back](#) [Save & Continue](#)

[Contact Us](#) | [Help](#)

- Select **Part 4: DCTAG Survey**.
- Click **"Complete the DCTAG Online Survey"**.

DC OneApp Online Application

Part 4: Complete DCTAG Survey

Please fill out this short online survey for DCTAG and select the Submit button. All answers are required to complete the survey.

- Has the DC Tuition Assistance Grant Program (DCTAG) made a difference in your decision to continue your education beyond high school?
☐ Yes ☐ No
- Has the existence of the DCTAG Program made a difference in your choice of which college you may attend?
☐ Yes ☐ No
- Will you be the first member of your immediate family to attend college?
☐ Yes ☐ No
- Have any members of your immediate family graduated from college?
☐ Yes ☐ No
- Which college are you most likely to attend next school year?
- If the DCTAG Program did not exist, which college would you be more likely to attend?

Fields marked with an asterisk (*) are required.

[Submit](#) [Reset](#)

- Complete all questions and click **"Submit"**.
- Click **"Save and Continue"** to move to the next questions.

PLEASE CONTINUE TO PART 5:
SUBMIT APPLICATION

Submit Application

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DC OneApp Online Application
Part 5: Submit Final Electronic Application

Log Out **Jaimes Miah** Save & Finish Later

Although you have completed Parts 1-4, you still need to submit your online application. Follow the instructions below and check the box once you complete the described task.

Note: You must deliver the application and supporting documents in person or by mail to the DC State Education Office by June 30, 2006.



Submit Your Online Application
Read the statement below and check the box. You may then select the **Submit Your Online Application** button. Remember, once you submit a completed online application, you will not be able to change or correct your entries. Please check your information thoroughly here and select **Go Back** to adjust any of your answers. To change information after you submit an application online, you will need to call an SEO Counselor at (202) 727-2824.

☐ I have read all information and understand that my application will not be complete until DC State Education Office receives my signed and dated Affirmation Statement and all necessary supporting documents.

[Go Back](#) [Submit Your Online Application](#)

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- Check the box to indicate that you understand that your application is **NOT COMPLETE** until the DC State Education Office (SEO) receives all supporting documents.
- If you need to make changes, click "**Go Back**."
- If you are not ready to submit the DC OneApp, click "**Save and Finish Later**" to save all work to the current page and exit application.
- If you are ready to submit the DC OneApp, click "**Submit Your Online Application**."
- Once you click the "Submit Your Online Application" button, you will not be able to change or correct your entries.
- You may "**Log Out**" of the application from any screen at anytime. [See top right corner of the screen.]
- You will receive an e-mail confirming submission of your online application.
- If you did not receive an e-mail confirmation, your application was not successfully submitted.

CONGRATULATIONS!
YOU HAVE SUCCESSFULLY SUBMITTED YOUR APPLICATION!

Review Status

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DC OneApp Online Application

Completed Online Submission Portion

Log Out Miah Jaimes

Miah Jaimes: You have completed the online portion of the DC OneApp Application.

Your online application has been submitted to the DC State Education Office. You will receive an email confirmation from SEO within 24 hours. If you do not receive a notification, please contact the SEO at (202) 727-2824 or by email at DCOneAppSupport@dc.gov. You may check your application status and print documents anytime by selecting **Review Status** and **Print Documents** below, or by accessing the log-in page through the **Introduction & Overview** button.

[Review Status and Print Documents](#)

Note: You must deliver the application and supporting documents in person or by mail to the DC State Education Office by June 30, 2006.

DC State Education Office
Higher Education Financial Services
441 4th Street, NW, Suite 360 North
Washington, DC 20001

Any 1 Domicile Verification Document
Copy of final Adoption Decree
Student Aid Report (SAR)

Copies of two current Utility Bills
Copy of Immigration Document

Copy of Death Certificate
High School SAP Form/GED Certificate

[<< Introduction & Overview](#)

- If you wish to know the status of your application, log in using the **Username** and **Password** that you created.
- Click "**Review Status and Print Documents.**" [See Glossary on Page 85 for a description of all the statuses.]
- Print desired documents.

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Review Status and Print Documents for 2006/2007 Program Year

Log Out Delay William

Below is the summary of your application status and the status of supporting documents received.

Program	Current Status	Letter Sent		Date	
		Subject	Date	Application Submitted	Current Status
DCTAG	Incomplete			10/8/2006	10/24/2006
DCLEAP	Incomplete			10/8/2006	10/24/2006
DCADOPTION	Incomplete			10/8/2006	10/24/2006

Required Documents
Note: You must deliver the application and supporting documents in person or by mail to the DC State Education Office office by June 24, 2006. You must print and attach the following documents to your supporting documents: **Student Identification Form**, **Affirmation Statement (must be signed)**, **Office of Tax and Revenue Parental Consent Form* (must be signed)** and **Satisfactory Academic Progress Toward Graduation Form* (must be signed)**. If you want a copy of the application for your records select **print application**.

Required Supporting Documents	Documents Received by SEO	Date Received
Any 1 Domicile Verification Document		
Application Forms		
Copies of two current Utility Bills		

Forgot your Password or Username

Instructions on this page only apply to applicants who have forgotten their password and/or username.

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DC OneApp Online Application

Online Application for DCTAG, DCLEAP & DCAdoption Programs

The SEO makes it **easy** for you to apply online for Higher Education Financial Grants. Following a five-part process, you can choose multiple types of aid programs, view a checklist of documents needed to complete the application, print and submit forms according to your specific program requirements, and review your application status.

To begin the application process, you will need to select the **Register** button below to create a username and password.

Register

If you are a returning applicant, enter your username and password below and select **Submit**.

Username:

Password:

Submit

[Forgot Your Password or Username](#) / [Change Your Password](#)

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DC OneApp Online Application

Online Application – **Forgot Your Password**

If you have forgotten your current password or username, please type in the applicant's name, social security number, and date of birth, and select **Next**. SEO will immediately send you an email with your username and a temporary password.

First Name:*

Last Name:*

Social Security Number:*

Date of Birth:*

mm dd yyyy

Next

<< Back to Financial Options Page

- To retrieve a forgotten password or username select **"Forgot Your Password."**
- Enter the applicant's first and last name.
- Enter the applicant's Social Security Number.
- Enter the applicant's date of birth (mm/dd/yyyy) format.
- Click **Next**.
- The forgotten username and temporary password will be sent to the registered e-mail associated with the applicant's Social Security Number.

Forgot your Password or Username

Follow the steps in the exact order as they are provided below:

From: DCOneAppSupport@dc.gov Sent: 11/04/2016 3:07 PM
To: temple.huff@dc.gov
Cc:
Subject: SEO OneApp Online Application - New Account Creation or Change

You have requested a password or username for the DC State Education Office's DC OneApp Online Application.

Username: nofo123
Temporary Password: LQJor6pbie

Follow the below steps in the exact order as they are provided below:

Step 1: Go to following page: https://hefs.seo.dc.gov/appforms/password_change.aspx
Step 2: Enter the username that is written above in the "Username" field on the web page in step 1.
Step 3: Enter the temporary password into the "Current/Temporary Password" field.
Step 4: Type a new password in the "New Password" field.
Step 5: Re-type your new password in the "Confirm Password" field.
Step 6: Click the "Submit" button.

If successful, you will be logged in and see the DC OneApp Online Application Introduction & Overview page.

Note: If you did not request a username and password change, or if you have questions regarding your application, please email us at DCOneAppSupport@dc.gov or call (202)727-2624 immediately and let us know.

*** This email is for your information and does not require a response.*

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Online Application - Change Password

If you wish to change your password, fill in the fields below and select **Submit**. If you forgot your password and received a temporary password in your email, enter it into the "Current/Temporary Password" field, type in a new password underneath and select **Submit**.

- **Forgot Your Password or Username**

Fields marked with an asterisk (*) are required.

Username:*

Current/Temporary Password:*

New Password:* (Enter 6 to 20 characters, case-sensitive)

Confirm Password:*

- Complete all of the required fields with the **EXACT** information from the automated email that was sent to you.
- Click **"Submit"**.